

PHOENIX OFFICE
1300 West Washington
Phoenix, Arizona 85007-2929
Phone: (602) 542-3026
Toll Free (AZ only): 1-800-345-5819
www.azcc.gov



**ARIZONA CORPORATION COMMISSION
CORPORATIONS DIVISION**

TUCSON OFFICE
400 West Congress, Suite #221
Tucson, Arizona 85701-1347
Phone: (520) 628-6560
Toll Free (AZ only): 1-800-345-5819
www.azcc.gov

PROCEDURE FOR OPENING A “MONEY-ON-DEPOSIT ACCOUNT”

1. The attached Public Records Reproduction Request form must be completed and filed.
2. Provide a list of the authorized individuals who will utilize the account, including:
 - A contact person
 - Phone and fax number
 - E-mail address if possible
3. Provide a check made payable to the Arizona Corporation Commission.
4. Requests for opening a Money – On – Deposit Account will be accepted via mail or hand delivered to the following address:

**Arizona Corporation Commission
Corporations Division
Records Section
1300 West Washington Street, Room 101
Phoenix, Arizona 85007
ATTN: Records Section Supervisor**

Upon receipt of your MOD account request you will be notified of your account number via mail.

Date: _____

Arizona Corporation Commission
Corporations Division
Records Section
1300 West Washington, Room 101
Phoenix, Arizona 85007

RE: MONEY-ON-DEPOSIT ACCOUNT

To Whom It May Concern:

I would like to open a Money-On-Deposit account with the Arizona Corporation Commission (pursuant to A.R.S. 10-122.01). Enclosed please find a check in the amount of \$_____ for the initial deposit. The following is the information for the new account:

Name of Account: _____

Address: _____

Contact person: _____

Authorized User(s): _____

Telephone Number: _____

Fax Number: _____

E-mail: _____

Signature: _____

Printed Name: _____

Title: _____

STATE OF ARIZONA

PUBLIC RECORD REPRODUCTION REQUEST
INFORMATION AND INSTRUCTION SHEET

REQUESTING PARTY:

PLEASE READ AND NOTE THE FOLLOWING INFORMATION AND INSTRUCTIONS.

Pursuant to A.R.S. §39-121.03, Laws 1977, Ch. 54, §3 (effective May 17, 1977) Amended by Laws 1985, Ch.213, §4, any person requesting copies, printouts or photographs of public records must provide a STATEMENT as to whether the use of such reproductions will be for COMMERCIAL or NON-COMMERCIAL purposes.

A person providing a statement that the reproductions will not be used for a commercial purpose, will be furnished such reproductions at a reasonable fee, not exceeding a commercial rate for like service. A person providing a statement setting forth the commercial purpose for which the reproduction will be used, may be furnished such reproductions at the discretion of the custodian of the records for a charge reflecting the following:

1. A portion of the cost to the State for obtaining the documents or records to be reproduced.
2. A reasonable fee covering the cost of time, equipment and personnel in making the reproduction.

If the custodian of a public record believes that the commercial purpose of a reproduction is a misuse of public records or an abuse of the right to receive them, he or she may refuse a request for reproduction of such record for said commercial purpose and may request the Governor to prohibit the furnishing of reproductions for such commercial purposes by Executive Order. If an Executive Order is not issued within thirty (30) days of the custodian's application, the requesting party will be furnished such reproductions for the commercial purpose set forth in his or her statement. (A.R.S. §39-121.03.B.)

"Commercial purpose" is broadly defined by the Act as "any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public record." (A.R.S. §39-121.03.D.)

"Commercial purpose" includes copies of records for sale or resale and copies of printouts of names and addresses for purposes of solicitation of business.

IMPORTANT: Subsection C of A.R.S. §39-121.03 provides that:

"A person who obtains public records for a commercial purpose without indicating the commercial purpose or who obtains a public record for a non-commercial purpose and uses or knowingly allows the use of such public record for a commercial purpose or obtains a public record for a commercial purpose and uses or knowingly allows the use of such public record for a different commercial purpose or obtains a public record from anyone other than the custodian of such records and uses them for a commercial purpose shall in addition to other penalties* be liable to the state or the political subdivision from whom the public record was obtained for damages in the amount of three times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorneys' fees or shall be liable to the state for the amount of three times the actual damages if it can be shown that the public record would not have been provided had the commercial purpose of actual use been stated at the time of obtaining the records."

*Perjury is a Class 4 Felony (A.R.S. §13-2702).

STATE OF ARIZONA
PUBLIC RECORDS REPRODUCTION REQUEST

(Required by Arizona Revised Statutes §39-121.03)

This Document represents the statement of:

(Name of requesting Firm/Agency)
submitted to the Corporations Division of the ARIZONA CORPORATION

COMMISSION ON _____, requesting that said custodian
(Date)
provide a copy or other reproduction of certain public record(s) specified
below: (Indicate the record(s) you wish to have copied or reproduced.)

INDICATE WHETHER THE RECORD(S) ARE TO BE USED FOR:

_____ Commercial Purposes

_____ Noncommercial Purposes
(Government Agencies only)

I, _____, understand that I am
(Requesting Party)
being sold the use of the public records referred to herein and am
prohibited from their use for any reason other than as stated above; that
at all times these records remain the property of the Arizona Corporation
Commission and are subject to return upon demand.

I, _____, declare that
(Requesting Party)
I have read the information and instruction sheet accompanying this form
(or A.R.S. §39-121.03 itself) and understand the contents therein. I
further declare, under penalty of perjury, that the foregoing is correct
and true.

(Signature of Requesting Party)

ARIZONA CORPORATION COMMISSION

CORPORATIONS DIVISION

RECORDS SUBMISSION COVER SHEET

Corporate Records Section Fax Number: (602) 542-3414

PLEASE SELECT AND COMPLETE ALL THE APPROPRIATE SECTIONS 1 THROUGH 10:

1. REGARDING (NAME/PROPOSED NAME FOR CORP/LLC):

Type in Name: _____

2. SPECIFY THE DOCUMENT (S) REQUESTED:

- ☐ Copy of Articles of Incorporation/Organization
- ☐ Copy of Application for Authority
- ☐ Copy of Amendments
- ☐ Copy of Mergers
- ☐ Copy of Application for New Authority
- ☐ Copy of Annual Report (indicate year) _____
- ☐ Copy of any Limited Liability Company Document
- ☐ Certified Documents for an LLC (per document)
- ☐ Plain Copies
- ☐ Certified Documents for a Corporation
- ☐ Certificate for any purpose
- ☐ Change of Address
- ☐ Other: _____

3. EXTRAS:

- ☐ Certified Copies () (Qty @ \$5 each for Corps)
- ☐ Certified Copies () (Qty @ \$10 each for LLC=s)
- ☐ Good Standing Certificate () (Qty @ \$10 ea.)

4. PROCESSING TYPE (SELECT ONE)

- ☐ **Expedited - (\$35.00)** (Priority service, Additional Fee Per Document) Completed as soon as possible. View current processing times at www.azcc.gov/corp
- ☐ **Regular** - View current processing times at www.azcc.gov/corp

5. SELECT PAYMENT TYPE:

- ☐ Check Amt _____ Check # _____
- ☐ Cash Amt _____
- ☐ MOD Amt _____ MOD # _____

6. ☐ NO FEE REQUIRED

7. OTHER SPECIAL INSTRUCTIONS:

8. RETURN DELIVERY OPTION (SELECT ONE): ☐ Mail ☐ Pick-Up ☐ Fax # _____

9. THE FOLLOWING INDIVIDUAL SHOULD BE CALLED TO PICK UP COMPLETED DOCUMENTS:

NAME/SERVICE CO: _____ PHONE: _____

10. ALL DOCUMENTS ARE SUBJECT TO REVIEW BEFORE FILING. ALL FAX FILINGS RECEIVED WILL BE FAXED BACK TO THE CUSTOMER, UNLESS OTHERWISE INDICATED. IF YOU WISH US TO MAIL THE DOCUMENTS BACK TO YOU, PLEASE PROVIDE A RETURN MAILING ADDRESS ON THE LINE (S) BELOW.

Business Name: _____ Attn: _____

Address: _____

City, State, Zip: _____

Pick-up by: _____ Date: _____

FOR ACC USE ONLY (Do not fill in this box)